

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** August 11, 2004
FROM: Lawrence C. Franklin, Jr., State Controller
SUBJECT: PAYEE SOCIAL SECURITY/EMPLOYER IDENTIFICATION NUMBERS

Effective with this communication, do not enter the social security numbers of payees on "AI" (Audit Info) Direct Payment documents.

In an attempt to limit the visibility of Payee Social Security Numbers in the RI-SAIL System, please adhere to the following procedure when creating "AI" (Audit Info) Direct Pay Documents.

Currently, we have asked that you enter the Reason for Payment, Payee Name, Payee Address, and Payee **Social Security Number** (SS#) in the User Notes field of the Direct Pay Document. Going forward, please continue to enter all information except for the SS# in the User Notes field. Hand write the SS # on the face of the document so we can continue to enter this information for 1099 tax reporting purposes.

Please contact Maureen Fletcher at 222-5067 or MaureenF@gw.doa.state.ri.us with any questions concerning this subject matter.

P.S. We will NOT return documents that do not adhere to the new policy until the end of August 2004. We WILL return documents that do not thereafter.

/hh
CFO: 05-03